

Course Review Policy

1. Purpose

This plan is aligned with the EIA Quality Assurance Framework, Policy and Procedure Section 8.2 Reviewing a Course.

EIA is committed to providing quality learning and teaching in the higher education environment. EIA will conduct a periodic review, including a three-yearly interim review and a five-yearly full course review (for re-accreditation), of the courses it offers to ensure quality assurance and continuous improvement of curriculum, instructions and currency of knowledge and skills.

This policy complies with the Higher Education Standards Framework (Threshold Standards) HES 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically to Standard 5.1 and 5.3.

2. Scope

This plan can be used for conducting a course review for all EIA courses.

3. Responsibilities

The Academic Board is responsible for the development, monitoring and review of this policy and procedure.

The Academic Director is responsible for overseeing, drafting and implementing the full course review.

The Course Coordinator is responsible for overseeing, drafting and implementing the interim course review.

The key stakeholders of the course review include:

- Board of Directors
- Executive Management Team
- Academic Director
- Course Coordinator
- Student Learning and Support Services
- External stakeholders including industry partners and expert consultants

4. Requirements

The course review is conducted in accordance with:

- Quality Assurance Framework, Policy and Procedure;

- Student and staff feedback and teaching and learning surveys;
- Graduate survey feedback;
- Student Representation on the teaching and learning meeting;
- Professional and industry standards and practices and market demand; and
- Relevant regulatory requirements and standards (for course re-accreditation).

5. Interim Course Review Plan

5.1 The interim course review plan is conducted every three years by the Course Coordinator.

5.2 The course review will focus on the following:

- The quality of the course (e.g., content, coherence and relevance);
- Purpose and scope of the course;
- The quality of teaching and learning activities including delivery mode and resources);
- Unit learning outcomes as aligned with the course learning outcomes;
- External benchmarking for quality and level of learning outcomes against qualification, professional and AQF requirements.

5.3 The course review will be undertaken through student survey and feedback on individual units and course, student presentation on the teaching and learning meeting, staff survey and feedback, graduate survey feedback, professional and market trends, and other relevant and up to date methods.

5.4 The key performance indicators that will be used in the course review include:

- enrolment;
- progression and pass rate;
- retention rate;
- completion rate;
- student satisfaction rate; and
- graduate survey data.

5.5 The review report will be prepared by the Course Coordinator and submitted to the Course Advisory Committee and the Academic Director. The Committee will review, monitor and assess the review report and provide feedback. An interim course review report may be required for submission to the Academic Board for assessment or elements included in the annual monitoring of unit and course performance by the Academic Board.

6. Full Course Review Plan

6.1 The five-yearly full course review plan is conducted for the purpose of course reaccreditation with TEQSA.

6.2 The course review will focus on the quality, purpose and scope, teaching and learning outcomes, unit learning outcomes in relation to the course learning outcomes and external benchmarking including the AQF criteria.

6.3 The course review will be undertaken through student survey and feedback on individual units and course, student presentation on the teaching and learning meeting, staff survey and feedback, graduate survey feedback, professional and market trends, and other relevant and up to date methods.

6.4 An audit against the National Code and the TEQSA Standards will be conducted and the audit outcomes will be recorded in the respective audit register.

6.5 An external course benchmarking will be conducted for the course under review according to the EIA Benchmark Policy and Procedure.

6.6 The key performance indicators that will be used in the course review include:

- enrolment;
- progression and pass rate;
- retention rate;
- completion rate;
- student satisfaction rate; and
- graduate survey data.
- other external benchmarking indicators.

6.7 The review report will be prepared by the Academic Director and submitted to the Course Advisory Committee. The Committee will review, monitor and assess the review report and provide feedback.

6.8 The five-yearly full review plan is updated on the quality review calendar every year to maintain currency to the purpose and scope of the review in order to prepare for implementation.

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